



TRAINING CALENDAR

Ref No.	TRG/F/02
Rev No.	0
Date	25.4.2013
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SL NO	TRAINING TOPIC	PROPOSED DURATION	PROPOSED TRAINER	SCHEDULE FOR THE YEAR: 2016 - 2017												REMARKS		
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
				P														
				A														
				P														
				A														
				P														
				A														
				P														
				A														
				P														
				A														

P = Planned, A = Achieved

PREPARED BY		APPROVED BY MANAGEMENT REPRESENTATIVE	
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Approval Note for Conducting Programme.

Department / Section / Unit		
Topic		
Type of Programme	International programme,	
	Symposiums, Conference,	
	National programme,	
	Orientation,	
Abstract with aims, goals, justification and tentative outcome of the proposed seminar/workshop		
Resource Person/s		
Date/s		
Duration		
No. of Participants		

HOD / In-charge

Approved / Not Approved

Director

ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE – 06

Workshops/Seminars/Symposiums

Transport requisition slip

Transportation for Guests

Sl No	Name of the Guest	Address with Mobile Number	Pick up Date & Time	Drop Date & Time	Vehicle type
					A/c <input type="radio"/>
1					Non A/c <input type="radio"/>
					Vehicle type
2					A/c <input type="radio"/>
					Non A/c <input type="radio"/>
3					Vehicle type
					A/c <input type="radio"/>
					Non A/c <input type="radio"/>

Transportation for participants YES NO

Vehicle required	Places to be visited	Date	Pick up Time	Drop Time
Swaraj Mazda				
ISUZU (Subjected to availability)				
Name & Ph No of the officer travelling				

Signature of the HOD/ Program coordinator

Date:

Director